GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rural Development – NREGS-AP-Works under Rural Connectivity project- Certain Guidelines – Issued

PANCHAYAT RAJ & RURAL DEVELOPMENT(RD-II) DEPARTMENT

GO.Ms.No: 271 Dated: 08-09-2009
Read the following:

Ref: 1) G.O. Ms 231, dated: 24.07.09 of PR&RD (RD.II) Dept.
2) G.O. Ms 236, dated: 31.07.09 of PR&RD (RD.II) Dept.
3) G.O.Ms. No. 238, Dt. 1.08.2009 of PR&RD (RWS.III)
4) G.O.M,s. No. 350, Dt. 31.08.2006 of PR&RD (RWS.III)

O R D E R :-

In the G.O first cited above, Government have allocated Rs.700 crores for Zilla Parisheds for taking up Rural connectivity project (RCP) under NREGS. In the G.O. second cited above, Government have allocated Rs.50 lakhs Per each Mandal Parisheds for taking up internal roads, drains and roads to fields etc.

2 Implementating Agency: Panchayat Panchayat Raj Engineering Dept (PRED) shall execute these roads in case of plain areas and Tribal Welfare Engineering Dept (TWED) shall execute these roads in case of Tribal areas following the guidelines detailed below.

3 Type of works to be taken up under ZPP component :

i. Formation of road upto WBM Grade II surface including CD Works connecting SC habitation/locality in plain areas.
ii. Formation of road upto WBM Grade II surface including CD Works connecting ST habitation/locality in plain areas.
iii. Formation of road upto WBM Grade II surface including CD Works connecting ST habitation/locality in tribal areas.
iv. Formation of road upto WBM Grade II surface including CD Works for connecting Other habitation/locality in plain areas.
v. CD works on roads taken up previously under NREGS.

4 Type of works to be taken up under MPP component:

i. Formation of road (internal) upto WBM-G-II including CD Works and Drains in SC Colonies
ii. Formation of road (internal) upto WBM-G-II including CD Works and Drains in ST Colonies.
iii. Formation of road (internal) upto WBM-G-II including CD Works and Drains in Other Colonies.
iv. Formation of road (internal) upto WBM-G-II including CD Works and Drains in INDIRAMMA Colonies.
v. Formation of road upto gravel surface including CD Works to agriculture fields.
vi. Formation of road upto gravel surface including CD Works to Burial grounds.

5. Specifications and standards for Roads to be taken up under ZPP Component:

i. All roads shall be executed with PMGSY specifications and standards in general.
ii. The top width of road shall be 7.50 Metres.

iii. In exceptional cases, where ever width of 7.50.mtrs is not possible, minimum formation width of 6.00 mtrs shall be adopted. Road works where formation width is less than 6.00 mtrs shall not be taken up.

iv. In any case, the formation width of the road shall not be less than 6.00 mtrs. The roads are expected to be upgraded B.T. Surface with PMGSY funds in future.

v. The estimate shall be prepared habitation wise covering entire length irrespective of the cost. This means one habitation will have one work. The estimate shall not be limited for the purpose of according Technical sanctions at lower levels.

vi. Necessary C.D works of minor and medium nature such as pipe culverts, Slab culverts and road dams (chaptas) shall also be taken up simultaneously along with formation of roads.

vii. Bridges with total linear water way more than 8 mts shall not be taken up under NREGS.

5. Technical Approvals, Sanctions and Execution process:

i. Revised estimate facility shall be used for incorporation of new items variation in quantities and variation in rates of cement and steel as approved by the Broad of Chief Engineers from time to time.

ii. Before sending for admin sanctions, technical approval with Technical approval number shall be accorded by the Engineers The technical approvals shall be accorded by the Engineers as per the norms prevailing in the Panchayat Raj Engineering Department.

iii. After administrative sanction by the Dist Collector, Technical sanction shall be accorded by the engineer concerned.

iv. Work shall be grounded only after getting administrative sanction and Technical sanction and generation of work commencement letter.

v. Separate Register for Technical Approvals and technical sanctions shall be maintained at DEE, EE and SE level.

vi. Departmental M Books with NREGS stamp shall be used.

vii. The quarries for preparation of estimates shall be as per the quarries being adopted in the Panchayat Raj Engineering Department for regular works. The material shall be obtained only from the approved quarries as adopted in the estimate.

viii. The Commissioner, Rural Development or PD, DWMA, will arrange printed Muster Rolls and handover to Executed Engineer. The EE shall issue Muster Rolls to the MEO/AE/AEE duly maintaining Muster Rolls issue and watch Register. The Executed Engineers shall indent to the Commissioner, Rural Development, 30 days in advance. The Project Director, DWMA shall supply Muster Roll issue and watch Registers.

ix. Work site facilities at every worksite shall be maintained, one water person shall be engaged for supplying drinking water for 25 labourers in summer season and for 50 labourers in other than summer season. The summer season commences on 1st Feb and ends with 30TH June.

x. The procedure of recording measurements, check measurements and super check measurements shall be as per the rules in vogue in PRED.

xi. Quality control charges @0.50% on estimated cost is admissible.

xii. All the internal roads should be taken up with a saturation approach i.e covering entire habitation or covering entire length in a street.

xiii. All unskilled and manual items of work shall be executed by engaging local job card holders and they shall be paid weekly.

xiv. Payments shall be made for finished item of work in case of material tasks.

xv. Name Boards at Worksites on every work site with salient features of work shall be provided. The size of the name board shall be 2'6" X 4'. The rate shall be worked out as per market rates and approved by the EE and the works committee shall procure at the approved rates. The logo of NREGS shall be depicted on these name boards.

6. Entrustment of Works:

i. The works shall be entrusted to Implementation cum Monitoring Committee at GP level of INDIRAMMA Programme constituted as per the G. Os cited 3rd and 4rth.

ii. This committee shall nominate one of the Committee members for entering into agreement with the department for execution of the work and to receive the payments.

7. Maintenance of Muster Rolls:

i. Implementation cum monitoring Committee of INDIRAMMA Programme shall appoint One person as Work Site Assistant to take care of Muster Rolls and work site management. Work Site Assistant shall be the native of the GP where he/she is proposed to be positioned

ii. He /she shall be paid 1% over the gross expenditure on the work.

8. Departmental Computer Centre (DCC):

i. Two Computers shall be procured and positioned in each DCC.

ii. Two Computer Operators shall be positioned in each DCC

iii. Printer with LAN facility shall be procured

iv. Computer shall be linked to the Net one connection by BSNL and everyday the data shall be uploaded to the central server between 3 to 7pm.

v. Computers having the following configuration shall be procured where ever computers are not supplied by DWMA or RD department or if the Computers supplied are not in working condition.

Sl.No.	Item
1	Intel P4 PC, Minimum 160GB HDD, 2 GB RAM, Combo drive
2	Windows XP Professional SP2
3	MS Office 2003
4	HP Laser Jet printer 1020 or 1022
5	UPS with 3 Hr backup facility
6	Symantic Anti Virus 2008 or Any other Anti virus software
7	Internet data card (minimum band width of 512 kbps recommended)

vi. The Computer Operator shall be paid Rs 5120 Per month if newly recruited. The Computer Operators deputed by Project Director, DWMAs shall be paid as per Last pay certificate given in the last station.

vii. The Education qualifications of a computer Operator shall be Degree + PGDCA or MCA.

9. Outsourcing of Technical Assistants / Site Engineers:

i. One or Two Technical Assistants per mandal shall be engaged as outsourcing basis wherever necessary. One Technical Assistant or Two Technicals shall be accorded by District Collector basing on the work load on the mandal.

ii. The eligibility criteria for Technical Assistants shall be as follows:

a) Educational Qualifications**:** 1. Diploma in Civil Engineering. /2 Diploma in Mechanical Engineering / ITI Civil with atleast one year experience – in the order of preference

b) Salary**:** Rs. 5120 per month + 1,250 towards FTA shall be paid to TAs

c) Training**:** Six days training shall be given to Technical Assistants on execution of roads and NREGS salient features .and 2 days extra training shall be ITI Civil candidates on basics of technicalities.

10. Taxes and allowances:

i. Seignorage charges shall be added on all material components to the concerned department through cheques as per existing rules.

ii. Area allowances are permitted as admissible in CSSR.

iii. The component of contractors profit shall not be included in Datas as there is no contractor system in NREGS.

iv. VAT on all materials shall be included and paid to the department concerned

11. Administrative expenses:

i. The Executive Engineer shall assess the existing expenditure during the year and estimate the accruals under 3% admin cost and incur expenditure accordingly.

ii. The administrative expenses shall be booked on the following items:

(a) Salaries of Computer Operators, Technical Assistants / Site Engineers

(b) Procurement of Computers with LAN connection:

(c) Computer Stationery such as white papers, Cartridges etc.

(d) Expenditure during review meetings

(e) Expenditure on Trainings to Computer Operators and Technical Assistants

(f) Documentation and Photography etc.,

(g) Hire charges of inspection vehicles of Dy. Executive Engineers limited to Six (6) months period depending on period of work.

iii. All the above expenditure should be made only based on the Pay Orders generated from the Computer. No expenditure outside the computer software shall be allowed.

12 . Opening of Bank Account and other Financial Management by Executive Engineer:

i. At state level Engineer-in-Chief, Panchayat Raj or Chief Engineer (Panchayat Raj) shall open an S.B account in one of the nationalized Bank exclusively for NREGS.

ii. The Executive Engineer shall open only one Savings Bank Account in one of the Nationalized Banks.

iii. This account shall be exclusively for NREGS purpose. No other funds transaction shall be performed through this account

Iv. The interest accrued shall become part of the NREGS fund.

iv. All pay orders shall be generated through software only. Payments based on vouchers, pay orders prepared outside computer software shall not be made.

v. Keeping funds in “fixed deposits” shall be strictly avoided.

Vi. Writing self cheques by the Executive Engineer is not permitted.

vii. Separate Cash Book shall be maintained for this account

vii. The Executive Engineer shall reconcile with the Bank Statement and approved BRS shall be submitted to the Engineer in Chief every month.

viii. At any given point of time, the Executive Engineer shall not hold funds for more than 3 months unutilised. As and when 70% of funds are utilised, the Executive Engineer shall requisition for further funds sufficient for next 3 months. Every proposal shall be accompanied by the utilisation certificate(UC)

viii. Advance to any agency or any individuals are not permitted advances given in violation of procedure shall be treated as misappropriation of funds and consequential action shall be initiated.

This G.O is available in http://www.rd.ap.gov.in/ and http://www.aponline.gov.in/

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. RAJU
Principal Secretary to Government (RD).

To
The Dist. Collectors and Dist. Programme Coordinators of 22 NREGS-AP Dists.
The Project Directors & Addl.DPCs of DWMA, 22 NREGS-AP Districts.
The Project Directors & Addl. DPCs of DRDA, 22 NREGS-AP Districts.
The Project Officers & Addl. DPCs of ITDAs, NREGS-AP Districts.
Copy to the Principal Secretary, Panchayat Raj Department.
Copy to the Commissioner, Rural Development, Hyderabad.
Copy to the Commissioner, Panchayat raj Department, Hyderabad.
Copy the Engineer-in-Chief, Panchayat Raj
Copy to the Chief Engineer, Panchayat Raj
Copy to the Superintending Engineer, Panchayat Raj
Copy to the Director, EGS.
Copy to the Special Officers of O/o. Commissioner, RD, Hyderabad.
Copy to the MPDOs of 22 NREGS-AP Districts.
Copy to the PS to Principal Secretary, PR & RD, Hyderabad.
Copy to the General Section, PR & RD, Hyderabad.

//FORWARDED :: BY ORDER//

SECTION OFFICER